

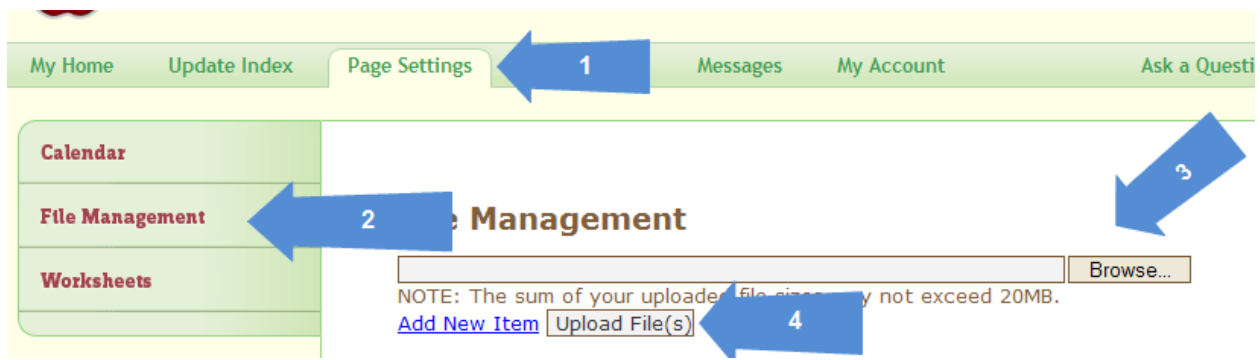
Uploading and Linking Documents or Videos

There are 3 Phases:

Phase 1: Uploading Files

1. You can upload any type of file to make it available, including PDFs, MP3s, DOC, PPT, ect
2. Click on the bottom copyright date to access the Update Index page. (Enter your password)
4. Click on the Page Settings tab.
5. Click on File Management on the left side of the page.
6. You will see a list of files that you currently have uploaded on the TeacherWeb server. To add another file, scroll down and choose Browse.
7. Browse to the location of where your file is saved and select it.
8. Select Upload File.
9. When successfully uploaded, it will appear in the list of files.

TO DELETE: To delete any of your files, put a check in the box next to the file name and click the delete button to the right of the file name. Click OK to confirm this deletion.



Phase 2: Adding a New Page

1. To add new pages to a TeacherWeb site, go to the Update Index page (click on the copyright statement on the bottom of your page). (Enter your password)
3. Click the Add 'A New Page' button.
4. Select the page type that you would like to create. (Enhanced Text Pages or Photo/Docs pages work best for uploading or linking to documents, images or videos.)
5. In the window that appears, Name your page, then click Add Page. If you would like an image on the top or bottom part of your page, explore the Select buttons in that window.

Phase 3: Linking to or embedding your document or media

After uploading, you can use your media files in a few different ways, CHOOSE ONE:

- **TYPE 1: Post Music or Video Files to Automatically Play on Your Site.**
You can post media files to automatically play on any page.

To do this, go to your Update Index and click the **Edit Page Settings** button for the page on which you'd like to post the file. Click the "Select" button next to Top Media or Bottom Media, and select your file from the drop-down list.

Edit Upload Videos

Page Name:
Page Type: Enhanced Text

Allow updates using alternate password: ☐ Yes ☒ No

Password protect viewing this page: ☐ Yes ☒ No

Display this page on the menu: ☒ Yes ☐ No

Top image:

Bottom image:

Top media:

http://teacherweb.com/TX/GattisElementary/Technology/cause_effectRecord.avi

Bottom media:



- **TYPE 2: Link Your File to a Photos/Documents Page or Enhanced Text Page.**

The Photos/Documents page type allows you to post links to uploaded files. Posting links to your media files will allow users to access or download your uploaded music and videos.

Once you've added a Photos/Documents page to your web, go to that page and click the top divider line to access the page's Update section. Further specific instructions will appear on that page.

You can also use the Enhanced Text page to post file links, just like the links in a Photos/Documents page. To do this, you would go to your Enhanced Text page and select the file from the page's Files/Links drop-down menu. A link to the file will be inserted into the page.

- **TYPE 3: Use HTML Code to Post Music/Video Files to Other Pages.**

If you are familiar with HTML code, you can use this option to embed uploaded music files into any plain-text section of your site.

Click [here](#) for more information on using HTML code to create effects.

The correct code to embed an audio or video file that you have uploaded to your website is:
<EMBED SRC=audiofile.mp3></EMBED>

In the code above, you would replace audiofile.mp3 with the file name of your file.

Many external websites will provide videos, along with HTML code allowing you to embed the video into your site. See this [Video Tutorial](#) for information on using HTML code to embed videos from external websites.

Copyright Notice: When uploading files, it is your responsibility to act in accordance with the copyright and trademark laws of the United States and to ensure compliance with the TeacherWeb Terms and Conditions.

<http://support.teacherweb.com/index.php?action=kb&article=26>